



STATE OF ARIZONA
Department of Real Estate
Licensing and Professional Education Division

JANET NAPOLITANO
Governor

ELAINE RICHARDSON
Commissioner

2910 North 44th Street, Suite 140, Phoenix, Arizona 85018
Phone: (602) 468-1414 Fax: (602) 955-6284

400 West Congress, Suite 523, Tucson, Arizona 85701
Phone: (520) 628-6940 Fax: (520) 628-6941

**INSTRUCTIONS AND SAMPLE
APPLICATION FOR CERTIFICATE OF COURSE APPROVAL -- CONTINUING EDUCATION COURSE
Form No. ED-102 - CE**

This form is for use by a licensed Arizona Real Estate School to request approval by the Arizona Department of Real Estate ("Department") for a continuing education course (live instruction presented in a classroom setting). Submit this form to the Department no less than 30 days before the first course date. The school must receive course and instructor approval before advertising or presenting a real estate course for pre-licensure or continuing education credit even if it takes more than 30 days for the Department's review. Under the License Time-frames, the Department has up to 30 days to process a course application or it must refund the application fee paid. There is currently no fee to request course approval.

The Application. Review A.A.C. R4-28-402 for course content categories. The Department will accept a course application for processing only when it is complete, including course outline and signature of an authorized school administrator. Please refer to Frequently Asked Questions (FAQs) on the Department's webpage (www.azre.gov) about *Who Can Sign a Course Application*.

The course application and outline (see Outline Format, below) will provide a brief, comprehensive description of course content, objectives, estimated time allocation and teaching methods. The Department strongly encourages use of two or more methods of instruction and student involvement and participation, which will promote adult learning. The completed course application will also describe teaching materials and aids, student handouts and textbooks (if any) that will be used. Do not submit these additional materials unless requested to do so. A "credit hour" is 50-minutes of instruction; it does not include introductory remarks, breaks, meals, tests, sales presentations or promotion of products or services. The sale or promotion of products or services is not permissible as any part of an approved course.

A Change. The school is expected to ensure that it is teaching accurate information, and to modify the course as needed to meet that objective. When you want or need to make a *substantive* (substantial, considerable) change in course content, duration, or teaching method, you must obtain approval of the revised course from the Department before holding the course for credit. A.R.S. § 32-2135 and R4-28-404 (H)

14-Day Notice. Under A.R.S. § 32-2135, a school must provide notice to the Department a **minimum** of 14 (calendar) days before holding a course so the Department may audit it. The Department considers Notice to include all of the information the Department needs to audit the course:

school name	course title	ADRE course number
instructor(s) name(s)	the date and time	location (include street address, room name or number and city)

The Department may or may not respond to Notices it receives. Providing Notice of a scheduled course is *not* a request for approval; a school must have approval before submitting Notice. Current approval status is available on the Department's webpage, www.azre.gov. A.R.S. §32-2135, A.A.C. R4-28-103 and Table 1.

Special Class** Some classes have a prescribed outline or content. **Contract Writing** taken pursuant to A.R.S. § 32-2124 (L) ('Bootcamp') must be titled Contract Writing or Intro(duction) to Contract Writing and the course must include instruction in real estate contract law and contract writing, and hands-on student participation drafting contracts to purchase real property, listing agreements and lease agreements.

To satisfy the requirements of a **Broker Management Clinic** (BMC), a class must follow a prescribed outline. For credit as a BMC the title must begin with the words 'Broker Management Clinic'. Additional descriptive words may be

INSTRUCTIONS

APPLICATION FOR CERTIFICATE OF COURSE APPROVAL -- Continuing Education Course

Form ED-102-CE *continued*

appended to the title to describe any particular focus of the course. *Special instructor requirements apply for approval to teach a BMC.* Certified BMC instructors are listed on the Department's Webpage.

Business Brokerage* - Is a test required? Business brokerage category courses leading to *initial award* of the designation and *first renewal* of it must include an approved test. *Special instructor requirements apply.* If a test is optional, the course may only be used for *subsequent renewal* of the designation. A.R.S. §§ 32-2124, 32-2130, A.A.C. R4-28-405.

What is a Segmented Course? A "segmented" course is one that has been designed and approved to be taken in part as well as in its entirety. A student may attend either/any of the "segments" and understand the content of that portion of the class without attending previous or subsequent sessions. A student who attends all of a segment may be issued credit for that segment even though the student did not attend the full course. A segmented class is NOT one with content approved in more than one category of credit.

Instructors. List as indicated proposed instructors currently approved to teach this course or a similar course, any for whom additional information about their qualifications and credentials are needed, and those who have not been approved. Submit an Instructor Update (ED-108) or an Instructor Application (ED-101), as applicable, and supporting documentation to demonstrate the applicant's knowledge of the course subject matter. Applications are to be signed by the instructor applicant and the school administrator. Verify an instructor's current approval by viewing the Public Database on the Department's webpage, www.azre.gov.

Submit to the ADRE by mail to 2910 N 44 St., Ste 140, Phoenix, AZ 85018 or electronically to Education.Applications@azre.gov.

The Checklist and Instructions are NOT a part of the Application; do not file these with ADRE.

OUTLINE FORMAT - Attach to the application an outline using the format below to describe the course content, objectives, and teaching method(s), and time allocation.

Topic	(Include this Column only if Applicable) Page & Item No. of Corresponding Item on Prescribed Outline	Objective (The student will be able to....)	Teaching Method	Length (minutes)
Introductions			Lecture	5 ¹
Overview of Course-writing		Explain the steps involved in writing a course	Lecture	15
Advantages and Disadvantages of Live Instruction		List at least 3 advantages and 3 disadvantages of live instruction.	Group Exercise; Discussion	10
Developing content		Describe what makes a course interesting	Instructor-led Questions	10
Designing course objectives		Demonstrate writing a measurable course objective	Group exercise	20
Break				10

TOTAL MINUTES OF INSTRUCTION: _____

Persons with disabilities who need this document in an alternative format should contact Business Services at 602.468.1414, ext. 101, or IADA@azre.gov to make their needs known.

¹ Include only instruction when calculating credit hours; do not include breaks.



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Instructions for Completing Form ED-102-CE
Remember to complete pages 1 – 3 completely

Title:	Type the course title you want approved
Course Summary	Enter a brief description of the course for which you are seeking approval. A few sentences to explain the purpose of the course and the knowledge that you hope the students will gain.
Approval Requested	Select one of the following: <ul style="list-style-type: none"> ➤ New Course – if the course has not been approved before OR the prior approval has expired. ➤ Renew Approval – if this course approval is expiring and you want approval to continue. ➤ Revised Course – if the approved course has been modified and you would like the revised course approved ➤ Add a School – if course has been previously approved for another school.
Course Developer	Type the name of the person or school who developed the course. If the submitting school or an employee of the submitting school is not the course developer you are responsible for having permission to offer the course.
Date & Time of Initial Presentation	Enter the time and date for the first planned class.
Location of the Initial Presentation	Enter the complete address of the location where you the first class will be held.
CE Category:	Select the appropriate category (ies) of credit for this course. For a description of the categories refer to R4-28-402, Az Admin. Code.
Total No. Credit Hours Requested	Enter the number of hours you desire to have approved. Class hours are equal to 50 minutes of instruction. If you are requesting credit in multiple categories be sure to note how many hours are being requested for each category.
Frequency	Select one of the following: <ul style="list-style-type: none"> ➤ Recurring if this course will be taught more than once. ➤ One-time Only if this course will only be taught on one occasion.
Segmented	If it can be presented (and understood) in part as well as in its entirety -- indicate segments on outline.
Is a Comprehensive test required?	If students will be required to take and pass a test for credits, circle "Y" (or strike "N") and include a copy of the test and the answer key. If students are not required to take and pass a test for credits circle "N" (or strike "Y").
Instruction Methods	Select as many of the methods as applicable. It is highly recommended that you incorporate at least 3 methods as this will make the learning process more beneficial for the adult learner.

INSTRUCTIONS FOR COMPLETING COURSE APPLICATION - ED-102-CE

Teaching Aids/Handouts	Select as many of these applicable. You do not need to include copies of handouts or forms to be used, just a description of them. For example, if you will be teaching an agency class you might list the class outline, the Real Estate Disclosure and Election Form and the Consent to Limited Representation Form.
Course Outline	Type each topic to be covered, the objective, the method(s) that will be used when teaching the topic, and the approximate time allocated. You can download the outline format in Microsoft Excel or Word format from the Department's webpage.
Total Minutes	Add up the total minutes on the outline, excluding breaks, tests, introductions, etc., and write in the total minutes. (Divide by 50 to see the number of credit hours possible).
Proposed Instructor(s)	List the name of each instructor you want approved to teach the course. Include the instructor's approval number and expiration date of their approval. (If new content for the instructor, demonstrate credentials.)
School's Legal or DBA Name	Type your school's legal or dba name, as licensed.
	Type your school's License Number
	Type the expiration date of your school approval
	Type the street or mailing address for your school
	Type the city, state and zip code for your school
	Type your school phone number
	Type your school's fax and/or email address. This is optional but an email address is highly recommended, as it will allow the Department to provide more timely communication. It will also appear in the ADRE's public database, available to prospective students.
School Administrator	After reviewing your course application, outline and any supporting documents, give this form to your school administrator to be reviewed, signed and submitted to the Real Estate Education Department.
Print School Administrator	Type the name of the school administrator
Approval Exp	Type the expiration of the approved term for the school administrator
School Administrator and Date	As school administrator, review the application and all forms. If you believe all items needed for course approved are complete, sign & date your name and submit the application to the Education section of the Department of Real Estate by mail or electronically.

See next Page for a completed sample course application

Do Not Submit The Instructions Or The Sample
When Filing The Course Application With ADRE



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SAMPLE
APPLICATION FOR CERTIFICATE OF COURSE APPROVAL -- Continuing Education
Form No. ED-102 - CE

See the Checklist and Instructions Before Using this Form. Type or Print Legibly

TITLE: <i>Course Development Workshop</i>	
Course Summary: <i>During this workshop we will review ADRE's course approval process for continuing education course. We will review what should be included when sending in an application for course approval. This includes developing course objectives, course outlines and reviewing instructional methods. The goal of this course is to have you be able to write and get your course approved by ADRE the first time you submit it. In addition we will also review copyright laws and how to market your courses.</i>	
Approval Requested for: <input checked="" type="checkbox"/> New Course <input type="checkbox"/> Renew Approval <input type="checkbox"/> Revised Course <input type="checkbox"/> Add A School, current course	
Course Developer: ADRE & AZREEA If the submitting School is not the developer, submitting school has written approval from course developer to offer this course.	
Date & Time of Initial Presentation:	
Location of Initial Presentation <input type="checkbox"/> at School <input checked="" type="checkbox"/> Other (Facility/Business Name, Street Address, Room Name/Number, City): <i>Phoenix Association of REALTORS 5033 N 19th Ave Ste 119. Phoenix,</i>	
CE Category: <input type="checkbox"/> Agency Law <input type="checkbox"/> Business Brokerage* <input type="checkbox"/> Contract Law <input type="checkbox"/> Commissioner's Standards <input type="checkbox"/> Disclosure <input type="checkbox"/> Fair Housing <input checked="" type="checkbox"/> General Real Estate <input type="checkbox"/> Real Estate Legal Issues Special Class**: <input type="checkbox"/> Contract Bootcamp <input type="checkbox"/> Broker Mgmt Clinic	Total No. Credit Hours Requested: 3 Frequency: <input type="checkbox"/> Recurring <input checked="" type="checkbox"/> One-time Only Segmented? Y N (If Yes, illustrate on Outline) Is a comprehensive test required? Y N (If yes, attach copy with answer key)
<input type="checkbox"/> Formatted Outline is attached.	<input type="checkbox"/> The course objectives are stated in the Outline.
Instruction Methods (Check all that apply) <input checked="" type="checkbox"/> Lecture <input type="checkbox"/> Round-table <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Role Playing <input type="checkbox"/> Panel Discussion <input type="checkbox"/> Panel Q & A <input type="checkbox"/> Panel Lecture <input checked="" type="checkbox"/> Q & A <input type="checkbox"/> Quiz <input type="checkbox"/> Case Studies <input checked="" type="checkbox"/> Class Exercise <input checked="" type="checkbox"/> Other (Describe in Course Outline) Individual activity	
Teaching Aids/Hand-outs (Check all that apply) <input checked="" type="checkbox"/> PowerPoint or other Slideshow <input checked="" type="checkbox"/> Flip Chart/whiteboard <input type="checkbox"/> Quiz <input type="checkbox"/> DVD/Video <input type="checkbox"/> Overhead internet or software <input checked="" type="checkbox"/> Handouts (Describe) <u>Class Outline, Forms ED-101, ED-102, ED-103, Copyright Information</u>	



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Sample Course Outline and Objectives

Topic	Objective	Teaching Method	Length
Introductions			5
Department Overview - Org chart of who's who in the Education Department	Explain the course approval process	Lecture	15
Review Course Applications	Differentiate between forms ED102-, ED-104 and ED-105	Lecture	30
Break			10
Review what steps to take when developing a course outline	List at least 3 items that should be included in a Course Outline	Lecture	15
Introduce the SMART process of writing course objectives	Describe what make a good objective	Lecture	15
Review Sample Course Outlines	Distinguish between a well developed course outline and a poorly written course outline	Group Exercise	10
Break out Session – Assign groups course topics and have them develop Objectives.	Demonstrate writing course objectives	Group Exercise	20
Break			10
Discuss Copyrighted Issues	Identify	Lecture	30
Review		Instructor lead Question Session	10
Question & Answer Session		Group Questions	15
Evaluations	Evaluate Course	Student Activity	10

TOTAL MINUTES OF INSTRUCTION: _____

(CALCULATE POSSIBLE CREDIT HOURS: 185 minutes total, less 5 minutes for introductions, 20 minutes for breaks and 10 minutes for course evaluations
= 150 minutes of instruction = 3 credit hours)



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SAMPLE INSTRUCTOR INFORMATION

Current Instructor(s) who will CONTINUE to teach this course.

Instructor Name	ADRE Instructor Number	Instructor Approval Exp. Date
John Brown	S99-1234	6/07

Additional Instructor(s) who will teach this course. If credentials for topic are not on file, attach them.

Instructor Name	ADRE Instructor Number	Instructor Approval Exp. Date

New Instructor(s) Attach completed instructor application, including Questionnaire, LI-214, or brief resume if guest speaker for one-time only course.

Name	Name	Name
Charles Brown		

SAMPLE SCHOOL INFORMATION

School's Legal or DBA Name: XYZ Real Estate School	
School License #: C-12345	School Exp. Mo/Year: 12/31/2009
Bus. Address 123 Main Street	City/State/ZIP Phoenix, AZ 85000
Phone: 602-555-1212	Fax/Email (optional)

By my signature below I attest that I have reviewed the course materials. I have reviewed the proposed instructor(s) qualifications and credentials. I will be responsible for ensuring the course is presented by the School in the manner stated in this application and in accordance with the statutes and rules, and will provide notice to the Department and receive approval of any material changes to the course before advertising the course for credit and/or issuing credit for the course.

Print School Administrator Name: John Hancock Approval Exp. Mo/Yr: 12/31/09

School Administrator Signature: John Hancock Date: 08/08/06

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APPLICATION FOR CERTIFICATE OF COURSE APPROVAL
Continuing Education (Live Classroom Instruction) Form No. ED-102 - CE

Review the Checklist and Instructions Before Using this Form

COURSE INFORMATION

Title:

Approval Requested for: ☐ New Course--Recurring ☐ New Course--One-Time Only
☐ Renew Approval (filed before expiration) ☐ Revised Course ☐ Add A School to teach an approved course

If applicable, ADRE course number: _____ **Previously approved for this same submitting School?** ☐ Yes ☐

Course Summary:

Name of Course Developer:

If submitting school is not the course developer, the Department recommends the School have written approval to present this course from the course developer.

Date & Time of Initial Presentation:

Location of Initial Presentation: ☐ school main/branch campus ☐ Other (Facility/Business Name, Address, Rm Name/No., City)

CE Category:

- | | |
|--|---|
| <input type="checkbox"/> Agency Law | <input type="checkbox"/> Business Brokerage* |
| <input type="checkbox"/> Contract Law | <input type="checkbox"/> Commissioner's Standards |
| <input type="checkbox"/> Disclosure | <input type="checkbox"/> Fair Housing |
| <input type="checkbox"/> General Real Estate | <input type="checkbox"/> Real Estate Legal Issues |

Special Class:**

- | |
|--|
| <input type="checkbox"/> Contract Writing (A.R.S. 32-2124 L) |
| <input type="checkbox"/> Broker Mgmt Clinic (A.R.S. 32-2136) |

Total No. Credit Hours Requested:

Segmented? Y / N

(If Yes, illustrate segment breaks on Outline)

* Is student required to pass a comprehensive test to receive credit? No ☐ Yes ☐ (If yes, attach copy with answer key)

** Special Class ☐ This course has a prescribed content and it will be taught in accordance with the applicable requirement.

APPLICATION FOR CERTIFICATE OF COURSE APPROVAL -- Continuing Education Course
Form ED-102-CE *continued*

Complete or attach a course outline, formatted as follows (See example in instructions.)

Topic	(Include this Column only if Applicable) Page & Item No. of Corresponding Item on Prescribed Outline	Objective (The student will be able to....)	Teaching Method	Length (minutes)

TOTAL MINUTES OF INSTRUCTION: _____

<input type="checkbox"/> Formatted Outline is attached.	<input type="checkbox"/> The course objectives are stated in the Outline.
Instruction Methods (Check all that apply) <input type="checkbox"/> Lecture <input type="checkbox"/> Round-table <input type="checkbox"/> Discussion <input type="checkbox"/> Role Playing <input type="checkbox"/> Panel <input type="checkbox"/> Panel Discussion <input type="checkbox"/> Panel Q & A <input type="checkbox"/> Quiz <input type="checkbox"/> Case Studies <input type="checkbox"/> Class Exercise <input type="checkbox"/> Other (Describe in outline)	
Teaching Aids (Check all that apply) <input type="checkbox"/> PowerPoint or other slideshow <input type="checkbox"/> Flip Chart/Whiteboard <input type="checkbox"/> Quiz <input type="checkbox"/> DVD/Video <input type="checkbox"/> Overhead Internet or Software <input type="checkbox"/> Other (Describe): _____	
<input type="checkbox"/> Handout(s) (Describe): _____	

INSTRUCTOR INFORMATION

Current Instructor(s) who will CONTINUE to teach this course.

Instructor Name	ADRE Instructor Number	Instructor Approval Exp. Date

Additional Instructor(s) who will teach this course. If credentials for topic are not on file, attach them.

Instructor Name	ADRE Instructor Number	Instructor Approval Exp. Date

New Instructor(s) Attach completed instructor application, including Questionnaire, LI-214, or bio if guest speaker for one-time only course.

Name	Name	Name

SCHOOL INFORMATION

School's Legal or DBA Name:	
School License #:	School Exp. Mo/Year
Bus. Address	City/State/ZIP
Phone	Fax/Email (optional)

By my signature below I attest that I have reviewed the course materials. I have reviewed the proposed instructor(s) qualifications and credentials. I will be responsible for ensuring the course is presented by the School in the manner stated in this application and in accordance with all applicable statutes and rules, and will provide notice to the Department and receive approval of any material changes to the course before presenting the course for credit.

School Administrator No. _____ Approval Exp. (Mo/Yr): _____

Printed Name/Signature: _____ Date: _____

Submit the 3-page Course Application by mail to
ADRE, 2910 N 44th St., Suite 140, Phx., AZ 85018 or
Electronically at Education.Applications@azre.gov